

LOGISTICS SERVICES DIVISION
WEEKLY REPORT
PERIOD ENDING 21 SEPTEMBER 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

No items this reporting period.

II. Items/Events of Major Interest:

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b. Move of Computer Equipment: Computer equipment was moved from Room 503 Ames Building to [REDACTED] for the National Photographic Interpretation Center on 15 September 1983.

c. Delivery of Safe: A modified safe was delivered to the residence of an Agency officer on 14 September 1983.

d. Installation of Carpet Tiles: Approximately 400 square yards of carpet tiles were installed in Room 3D00, Headquarters Building on 16 and 17 September 1983.

e. Drawings Completed: During the past week, the Architectural Design Staff, (ADS), LSD/OL, completed the following drawings and issued them to the Space Maintenance and Facilities Branch (SM&FB), LSD/OL:

Installation of minor partitions in Room 816 Ames Building for the Office of Information Services.

Renovation of Room 2D00 Headquarters Building and relocation of the registry for the Office of Data Processing.

Installation of a VTR in Room T16 Headquarters Building for the Office of Training and Education.

Minor renovation work in Room 4F29 Headquarters Building for the Office of African and Latin American Analysis.

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Division of an existing VTR in Room 1S29/17 [REDACTED] Building for the Office of Development and Engineering, DDS&T.

Minor renovations in Rooms 223/239 South Building for the Office of Technical Service.

f. Design Proposal Approved: On 17 September 1983, ADS obtained approval from the Office of Security and the Safety Staff, DDA, of a design proposal for the sixth floor of Key Building for the Foreign Broadcast Information Service.

g. Renovations at Headquarters Building: The Electric Shop started work last week on the HSTS expansion in Room GD45 and is wiring a temporary separate circuit for the present HSTS switch in order to avoid downtime for secure communications on Saturday, 24 September 1983, when the Electric Shop will be working overtime to relocate a transformer. Also, the Plumbing Shop will be working overtime at the same time to hook into the chilled water line for the relocation and installation of two air handler units.

The Electric Shop worked overtime on Saturday, 17 September 1983, and completed the installation of critical power and rate-of-rise in the first floor garage, which completes this job.

The Carpenter Shop constructed and installed two work stations in two small video viewing rooms, 1E66/1E78, Office of Central Reference, to support the equipment for viewing foreign and domestic video tapes.

The Plumbing Shop worked overtime this past weekend to hook into the chilled water line for the new air handler unit in Rooms 3G13/3G19. The plumbing work for this job is approximately 60 percent complete. The Electric Shop's work is 80 percent complete, and they are awaiting delivery of an air handler unit in order to make hookup. Painting of this area is in progress.

The electrical installation job in Room 1D16, Office of Data Processing, is complete.

New Spectrum Electric, the GSA contractor, has completed the thirteenth electrical closet located at 1B4004. Work was begun on 15 September 1983 to complete the fourteenth and final closet located at 1E0006, and will be performed at night because of congestion during regular duty hours due to the rebadging of Agency employees.

h. Painting at Headquarters Building: On 19 September 1983, a meeting was held in the office of the Building Manager, McLean Field Office, GSA, to discuss the schedule for the GSA painting contractor, beginning on approximately 3 October 1983 and continuing until a targeted completion date of 24 December 1983:

Second Floor - 2B, 2C, 2D, 2E, and 2G Corridor offices.

First Floor - Library, 1H, 1E, Main Receptionist, 1D, 1A, and 1B Corridor offices, and Room 1J37.

Ground Floor - GA, GD, GE, GH, GG, GF, GJ, and GC Corridor offices.

i. Attendance of Course: On Tuesday, 20 September 1983, a representative of the Space Maintenance and Facilities Branch, LSD/OL, attended a one-day course entitled "Tilting at Windmills," regarding attitudes about people with disabilities. He attended as a member of the Agency Advisory Committee on the Handicapped and at the request of the Agency Coordinator for the Handicapped, OEE0. The seminar was conducted at the Ramada Renaissance Hotel in Washington, D.C.

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j. Renovations [redacted] The installation of ceiling fans in the second floor lobby at [redacted] was completed on 20 September 1983. Lighting extensions to enhance the lighting in the same area are being procured and are expected to be installed within the week.

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k. Consultant for Executive Dining Room: [redacted] consultant for the Executive Dining Room, arrived on 19 September 1983. He will first review the facilities, then the guest services, and finally the operation of the dining room. His contract runs through 28 October 1983 with a clause providing for an extension if necessary.

III. Significant Events Anticipated During the Coming Week:

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No items this reporting period.

[redacted]
Chief
Logistics Services Division